



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

**REGIONAL MEMORANDUM**

No. 535, s. 2025

OCT 24 2025

**TRAINING-WORKSHOP ON DEPED PERSONNEL AUDIT FY 2025**

To: Schools Division Superintendents  
All Other Concerned

1. Attached is Memorandum DM-OUHROD-2025-2944 dated October 18, 2025 titled "Training-Workshop on DepEd Personnel Audit FY 2025" which is self-explanatory.
2. Attention is particularly invited to Annex A, Page 4 of the said Memorandum.
3. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

WORKSHOPS      POLICY      AUDIT

ASD/PS/AGS/REGIONAL MEMO -dissemination- DM-OUHROD-2025-2944- DepEed Personnel Audit Workshop

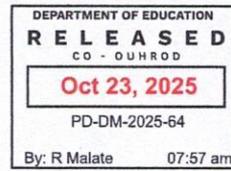


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PD-DM-2025-64

Republika ng Pilipinas

# Department of Education

## OFFICE OF THE UNDERSECRETARY

### HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

#### MEMORANDUM

**DM-OUHROD-2025-2944**

TO : **Undersecretaries  
Assistant Secretaries  
Regional Directors  
Schools Division Superintendents  
Human Resource Management Officers  
All Others Concerned**

FROM : **WILFREDO E. CABRAL**  
*Undersecretary*

E-signed by  
Wilfredo Cabral  
10/22/2025, 6:38:43 PM

SUBJECT : **TRAINING-WORKSHOP ON DEPED PERSONNEL AUDIT FY 2025**

DATE : 18 October 2025

The Department of Education (DepEd) Personnel Audit (DPA) aims to strengthen human resource (HR) service delivery through faster and more accurate processing of Plantilla data, leading to improved reporting, transparency, and evidence-based decision-making. The DPA also enables real-time monitoring of personnel information to support responsive and accountable HR operations across governance levels.

To operationalize and ensure the continued use of the **DepEd Personnel Audit (DPA) Inventory Monitoring Tool**, the Bureau of Human Resource and Organizational Development (BHROD) will conduct a **Training-Workshop on the DepEd Personnel Audit for FY 2025** with the following objectives:

1. To document and analyze comprehensive personnel data, including Plantilla, Contract of Service (CoS), Job Order (JO), and LGU-funded positions;
2. To update and consolidate the Department-wide Plantilla of Personnel and identify inconsistencies, duplicate entries, and incomplete data;
3. To enhance the accuracy, completeness, and reliability of DepEd's manpower database as the basis for planning, reporting, and decision-making; and
4. To ensure the timely updating of both the DPA Inventory Monitoring Tool and the DBM Government Manpower Information System (GMIS).



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## A. CLUSTER SCHEDULE

The Training-Workshop will be conducted in four (4) Clusters as follows:

Cluster	Participants	Date (Inclusive of travel time)	Venue	Registration Link
1	Region I, II, III, & CAR	October 27 – 29, 2025	Within Region I	<a href="https://bit.ly/Registration_DPA2025_Cluster-I">https://bit.ly/Registration_DPA2025_Cluster-I</a>
2	Region IV-A, IV-B, V & NCR	November 5 – 7, 2025	Within CALABARZON	<a href="https://bit.ly/Registration_DPA2025_Cluster-II">https://bit.ly/Registration_DPA2025_Cluster-II</a>
3	Region IX, X, XI, XII, & XIII	November 10 – 12, 2025	Within Davao	<a href="https://bit.ly/Registration_DPA2025_Cluster-III">https://bit.ly/Registration_DPA2025_Cluster-III</a>
4	Region VI, VII, VIII, & NIR	November 12 – 14, 2025	Within Davao	<a href="https://bit.ly/Registration_DPA2025_Cluster-IV">https://bit.ly/Registration_DPA2025_Cluster-IV</a>

## B. PARTICIPANTS

Each region is requested to send representatives as follows:

- **Regional Offices (ROs):** One (1) Human Resource Management Officer (HRMO) or personnel responsible for maintaining and updating the Personal Services Itemization and Plantilla of Personnel (PSIPOP)
- **Schools Division Offices (SDOs):** Human Resource Management Officer(s) and personnel in charge of maintaining and updating their PSIPOP and/or HR/Personnel database.

(Refer to **Annex A** for the actual number of participants per RO and SDO.)

Participants must register online via the links provided at least **three (3) calendar days** before their scheduled workshop.

## C. PRE-WORKSHOP REQUIREMENTS

Participants are requested to prepare the following prior to the workshop:

1. Accomplished Pre-work Template (downloadable at <https://bit.ly/DPAPreWorkTemplate2025>);
2. Updated **Plantilla Database** and **List of Non-Plantilla Personnel** (CoS, JOs, Casual, and LGU-funded items) as of September 30, 2025 in MS Excel format.
3. MS Excel Application (**Excel 365 version: 2509, Build 19231.20172**)
4. Laptop, extension cords, and Wi-Fi devices (if available).

The three-day activity will commence with registration at **12:00 NN on Day 1**. The **first meal** will be **lunch on Day 1**, and the **last meal** will be **PM snack on Day 3**.

**D. FUNDING AND ADMINISTRATIVE ARRANGEMENTS**

Travel expenses of participants from field offices shall be charged to local funds. Expenses for board and lodging, supplies and materials, travel of CO personnel, and other incidental expenses shall be charged to funds allocated for this purpose, subject to the usual accounting and auditing rules and regulations.

The **final venue details** will be released through a **separate advisory**.

For further inquiries or clarifications, please contact **Ms. Reina Joy S. Comabras** or **Mr. Mark Joseph N. Picones** of the BHROD–Personnel Division through telephone numbers (02) 8633-6682/8633-9345 or email at [bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph).

For information and guidance.

[BHROD/KALC]



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## ANNEX A: PARTICIPANTS PER SCHOOLS DIVISION OFFICES (SDOs)

### Cluster 1: Region I, II, III, & CAR (October 27 – 29, 2025 within Region I)

CAR	No. of Pax	REGION II	No. of Pax	REGION III	No. of Pax
Division of Abra	2	Division of Cagayan	3	Division of San Jose del Monte City	2
Division of Apayao	2	Division of Cauayan City	2	Division of Tarlac	3
Division of Baguio City	2	Division of Ilagan City	2	Division of Tarlac City	2
Division of Benguet	2	Division of Isabela	3	Division of Zambales	2
Division of Ifugao	2	Division of Nueva Vizcaya	2	Regional Office - Proper	1
Division of Kalinga	2	Division of Quirino	2	Regional Office - Proper	1
Division of Mt. Province	2	Division of Santiago City	2	<b>CENTRAL OFFICE</b>	
Division of Tabuk City	2	Division of Tuguegarao City	2	BHROD – Office of the Director	1
Regional Office - Proper	1	Regional Office - Proper	1	BHROD – PD	6
<b>REGION I</b>		<b>REGION III</b>		BHROD – SED	2
Division of Alaminos City	2	Division of Angeles City	2	BHROD – OED	1
Division of Batac City	1	Division of Aurora	2	BHROD – HRDD	1
Division of Candon City	2	Division of Balanga City	2	BHROD – EWD	1
Division of Dagupan City	2	Division of Baliwag City	2	ICTS – TID	1
Division of Ilocos Norte	2	Division of Bataan	2		
Division of Ilocos Sur	2	Division of Bulacan	3		
Division of La Union	2	Division of Cabanatuan City	2		
Division of Laoag City	2	Division of Gapan City	2		
Division of Pangasinan I	3	Division of Mabalacat City	2		
Division of Pangasinan II	3	Division of Malolos City	2		
Division of San Carlos City	2	Division of Meycauayan City	2		
Division of San Fernando City	2	Division of Muñoz Science City	2		
Division of Urdaneta City	2	Division of Nueva Ecija	3		
Division of Vigan City	2	Division of Olongapo City	2		
Regional Office - Proper	1	Division of Pampanga	3		
<b>REGION II</b>		Division of San Fernando City	2		
Division of Batanes	2	Division of San Jose City	2		

**Cluster 4: Region VI, VII, VIII, & NIR** (November 12 – 14, 2025 within Davao)

NIR	No. of Pax	REGION VI	No. of Pax	REGION VIII	No. of Pax
Division of Bacolod City	2	Division of Iloilo City	2	Division of Ormoc City	2
Division of Bago City	2	Division of Passi City	2	Division of Samar	2
Division of Bais City	2	Division of Roxas City	2	Division of Southern Leyte	2
Division of Bayawan City	2	Regional Office - Proper	1	Division of Tacloban City	2
Division of Cadiz City	2	<b>REGION VII</b>		Regional Office - Proper	1
Division of Canlaon City	1	Division of Bogo City	2	<b>CENTRAL OFFICE</b>	
Division of Dumaguete City	2	Division of Bohol	3	BHROD – Office of the Director	1
Division of Escalante City	2	Division of Carcar City	2	BHROD – PD	6
Division of Guihulngan City	2	Division of Cebu City	2	BHROD – SED	2
Division of Himamaylan City	2	Division of Cebu Province	3	BHROD – OED	1
Division of Kabankalan City	2	Division of Danao City	2	BHROD – HRDD	1
Division of La Carlota City	2	Division of Lapu-lapu City	2	BHROD – EWD	1
Division of Negros Occidental	3	Division of Mandaue City	2	ICTS – TID	1
Division of Negros Oriental	2	Division of Naga City	2		
Division of Sagay City	2	Division of Tagbilaran City	2		
Division of San Carlos City	2	Division of Talisay City	2		
Division of Silay City	2	Division of Toledo City	2		
Division of Sibalay City	2	Regional Office - Proper	1		
Division of Siquijor	2	<b>REGION VIII</b>			
Division of Tanjay City	2	Division of Baybay City	2		
Division of Victorias City	2	Division of Biliran	2		
Regional Office - Proper	1	Division of Borongan City	2		
<b>REGION VI</b>		Division of Calbayog City	2		
Division of Aklan	2	Division of Catbalogan City	2		
Division of Antique	2	Division of Eastern Samar	2		
Division of Capiz	2	Division of Leyte	3		
Division of Guimaras	2	Division of Maasin City	2		
Division of Iloilo	3	Division of Northern Samar	3		

## ANNEX B: ACTIVITY DESIGN / PROGRAM FLOW

### TRAINING-WORKSHOP ON DEPED PERSONNEL AUDIT FY 2025

Day 1	
Time/Session	Activity
8:00 AM - 11:45 NN	Travel time of participants, organizers, and BHROD Division representatives to the venue
12:00 NN - 1:30 PM	Arrival and registration of participants / Ingress
1:30 PM - 2:00 PM	<b>Opening Program</b> <ul style="list-style-type: none"> <li>▪ Philippine National Anthem</li> <li>▪ Prayer</li> <li>▪ DepEd Quality Policy Statement</li> <li>▪ Welcome Remarks – Regional Director</li> <li>▪ Opening Message – Undersecretary for HROD / BHROD Director</li> </ul>
2:00 PM - 2:15 PM	Check-in of participants at the venue
2:15 PM - 2:25 PM	Getting-to-Know-You Activity / Expectation Setting
2:25 PM - 3:15 PM	<b>Priming Session</b> <ul style="list-style-type: none"> <li>▪ Workshop Rationale and Objectives</li> <li>▪ Overview: Understanding the Current Situation</li> </ul> (PM Snack – 3:00 PM)
3:15 PM - 5:00 PM	<b>Activity 1:</b> Presentation and Instructions on Data Cleansing Template (Plantilla Items)
6:00 PM onwards	Dinner
Day 2	
6:30 AM - 8:00 AM	Breakfast
8:00 AM - 08:15 AM	<b>Opening Session</b> <ul style="list-style-type: none"> <li>▪ Prayer / Doxology</li> <li>▪ Patriotic Song</li> <li>▪ Management of Learning / Energizer</li> </ul>
8:15 AM - 12:00 NN	Workshop: Continuation of Activity 1 (AM Snack – 10:00 AM)
12:00 NN - 1:00 PM	Lunch Break
1:00 PM - 2:00 PM	Workshop: Continuation of Activity 1
2:00 PM - 3:00 PM	Activity 2: Instructions and Presentation of Template (Non-Plantilla Items)
3:00 PM - 5:00 PM	Workshop: Continuation of Activity 2
6:00 PM onwards	Dinner
Day 3	
6:30 AM - 8:00 AM	Breakfast
8:00 AM - 08:15 AM	<b>Opening Session</b> <ul style="list-style-type: none"> <li>▪ Prayer / Doxology</li> <li>▪ Patriotic Song</li> <li>▪ Management of Learning / Energizer</li> </ul>
8:15 AM – 11:30 AM	Workshop: Continuation of Activity 2
11:30 AM – 12:00 NN	Closing Program
12:00 - 1:00 PM	Lunch Break; Egress/Check-out of participants at the Venue

# DEPED PERSONNEL AUDIT (DPA) FY 2025



	SCHEDULE AND LOCATION	VENUE	THINGS TO BRING	REGISTRATION LINK
<b>CLUSTER 1</b>	October 27-29, 2025 	<i>*Within La Union</i>	1. Laptop 	<a href="https://bit.ly/Registration_DPA2025_Cluster-I">https://bit.ly/Registration_DPA2025_Cluster-I</a>
	Region I - La Union 		2. Device Charger/s 	
<b>CLUSTER 2</b>	November 5-7, 2025 	<i>*Within Cavite</i>	1. Laptop 	
	Region IV- CALABARZON 		2. Device Charger/s 	3. Extension Cord 
<b>CLUSTER 3</b>	November 10-12, 2025 	<i>*Within Davao City</i>	1. Laptop 	<a href="https://bit.ly/Registration_DPA2025_Cluster-III">https://bit.ly/Registration_DPA2025_Cluster-III</a>
	Region XI- Davao 		2. Device Charger/s 	
<b>CLUSTER 4</b>	November 12-14, 2025 	<i>*Within Davao City</i>	1. Laptop 	
	Region XI- Davao 		2. Device Charger/s 	3. Extension Cord 

DPA FY 2025  
MEAL PROVISIONS



DAY	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER
DAY 1	×	×	✓	✓	✓
DAY 2	✓	✓	✓	✓	✓
DAY 3	✓	✓	✓	✓	×



# CONTACT US

For clarification and other concerns, you may contact **Mr. Mark Joseph Picones** of BHRD-Personnel Division through the following contact information:



**(02) 8633-9345**



**Viber - 09656709012**



**mark.picones@deped.gov.ph**

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**Personnel Records Unit**  
Program Lead